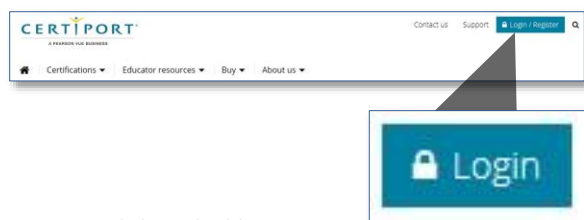


## Guide Summary

This Quick Reference Guide covers the process of registering a new Profile with Certiport, registering with each desired exam sponsor, and accepting the Non-Disclosure Agreement (NDA) for each sponsor.

## Registering a New Profile

1. To begin, navigate to the Certiport website at [www.certiport.com](http://www.certiport.com).



2. Next, click on the blue **"Login/Register"** link in the top right corner of the page.
3. In the New Users section click on the **"Register"** button.



4. Complete all required fields on the first page of the User Registration Pathway - the **"Welcome"** page.

5. Next, complete the **"Account Setup"** page.

Capitalize the first letter of your First and Last Name  
This is what will be printed on your certificate.

**User Name:** *first & middle initial then last name*  
(ex. *jpsmith*)

**Password:** *your 3 initials & Lunch Code/Student ID*  
(ex. *jps12345*)

Select a Security Question and Answer to be used for potential Account recovery.

6. The next step in the User Registration Pathway is to complete the **"Personal Information"** page.

On the Personal Information page enter your school  
**Email address:** *student name@student.hisd.com*

Do **NOT** enter your personal Mailing Address, **ONLY**  
enter the school's Mailing Address:

*616 Cal Young Rd., Hallsville, Texas 75650*

Do **NOT** fill in any optional information such as Email,  
Phone Number, Student ID, & Alternate Mailing Address.

7. Next, complete the **"Profile"** (demographic) page.

When you click **"Submit"** on the Profile page your account  
will be created & you will be sent an e-mail confirmation  
with your Username.

8. Complete the **"Purpose"** page.

# GMETRIX – TEST CANDIDATE REGISTRATION

1. Click on the **GMetrix** button on the Desktop or go to [www.gmetrix.net](http://www.gmetrix.net)



2. Click on Sign Up

3. Fill in and complete the following:  
Personal Info

First Name, Last Name, Select A Country Select A State  
Do **Not** put in a Student Number.

## Account Info

Your School Email Address

Username change to: **first & middle initial then last name**  
(ex. *jpsmith*)

Enter **your 3 initials & Lunch Code/Student ID** (ex. *jps12345*)

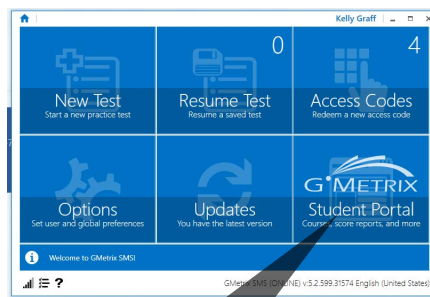
Confirm your Password by entering again

Chose a Secret Question/Type in the Answer

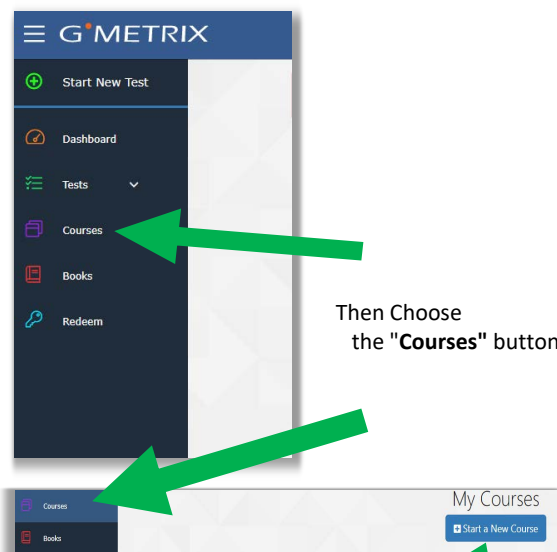
Click Next

Then Click Create

4. To Enter a New Access Code, go to the following menu:



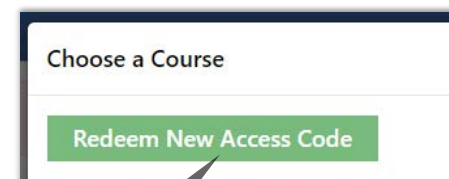
Choose "GMetrix Student Portal"



Then Choose  
the "Courses" button

Then Click  
**Start a New Course**  
under My Courses

5. Continue to Choose a Course



Click "Redeem New Access Code"

Enter the given Access Code and  
pick the correct Course